



LIBRARY DISPLAY POLICY

The Hopkinton Public Library creates displays to further its goals of inspiring exploration, discovery and engagement, and lifelong learning. A small, glass-fronted display case is available in the Library lobby. The Library utilizes this display case for historic documents and items, as well as to promote large scale reading programs like the Reading Marathon and Summer Reading.

Display areas are reserved first for the library or library specific organizations and next for other town departments. Individuals and entities may submit suggestions for displays to the Director at any time. If space becomes available in the display, the Director may choose to erect a display consistent with such a suggestion. The Library reserves its right to determine at its sole discretion what materials will be displayed as well as scheduling, duration, and assignment of display. The Director's decision concerning such displays will be based on the following criteria:

- Interest or value to the Hopkinton community.
- Appropriateness for patrons of all ages as the display case is in an area visible to everyone.
- Informational, cultural, or educational value.

After making a selection to display, the Director may solicit input from an individual or entity making a display suggestion concerning the content of such a display. The Director may also accept loaned material for inclusion in such a display, so as to defray the cost to the Town for the same, and the Town shall not be responsible for any cost or damage to the same¹. Notwithstanding such input or loaned materials, all displays shall be selected solely by the Director and shall constitute the Town's sole choice

¹ Those providing loaned materials must sign a release form to this effect and should check their own insurance policies regarding theft or damage.

concerning information and materials subject to display. All such displays shall include the following disclaimer: *“The materials and information within this exhibit are presented for informational, educational, or cultural purposes only. The Library does not advocate or endorse any viewpoints that may be expressed in this display.”*

Adopted by the Board of Library Trustees on May 15, 2023